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**JUSTICE CABINET DEPARTMENT OF CORRECTIONS  
JOB OPPORTUNITY ANNOUNCEMENT  
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

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The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,  
which can be accessed at: [www.personnel.ky.gov](http://www.personnel.ky.gov)

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**January 6, 2012**

**ADMINISTRATIVE SECRETARY—(Oldham Co. —Luther Luckett Correctional Complex)—Grade 10—(\$2006.08 - \$2657.70) MINIMUM REQUIREMENTS:** High school graduate. Must have four years of office support experience. Additional education will substitute for the required experience on a year-for-year basis. Office support experience will substitute for the required education on a year-for-year basis.

**ADMINISTRATIVE SPECIALIST III—(Fayette County- Blackburn Correctional Complex/ KCI Operations Plant)—Grade 12—(\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have three years of professional, administrative or business experience. Additional education will substitute for the required experience on a year-for-year basis. Additional administrative, business, research and/or clerical experience will substitute for the required education on a year-for-year basis.

**CORRECTIONAL CAPTAIN I—(Bell Co.—Bell County Forestry Camp)—Grade 12—(\$2589.26 - \$3430.10 MINIMUM REQUIREMENTS:** High School graduate. Must have three years of experience in corrections, law enforcement, criminal justice or social work dealing with rehabilitation of offenders. At least one year of the experience must have been in a supervisory capacity in a custodial security setting. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for six months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for one year of the required non-supervisory experience. Must be 21years of age.

**CORRECTIONAL CAPTAIN I—(Oldham Co.—Roederer Correctional Complex)—Grade 12—(\$2589.26 - \$3430.10 MINIMUM REQUIREMENTS:** High School graduate. Must have three years of experience in corrections, law enforcement, criminal justice or social work dealing with rehabilitation of offenders. At least one year of the experience must have been in a supervisory capacity in a custodial security setting. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for six months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for one year of the required non-supervisory experience. Must be 21years of age.

**CORRECTIONAL INDUSTRIES PRODUCTION COORDINATOR—(Lyon County— KY State Penitentiary/ Operations Plant/KY Correctional Industries)—Grade 12—(\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** High School graduate. Must have two years of specific trade(s) experience in welding, metalworking, woodworking, sewing machine operating, sign making, graphic arts, offset, photolithographic or screen process printing, wood furniture making, paneling, clothing manufacturing, furniture upholstering, furniture refinishing, mattress manufacturing, soap manufacturing, metal fabricating, embroidery, two-way radio repair, or data entry work, plus one year experience in the supervision of employees in any field. Additional education in one of the above fields will substitute for one year of the specific trades experience on a year-for-year basis.

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**JUSTICE CABINET  
DEPARTMENT OF CORRECTIONS  
JOB OPPORTUNITY ANNOUNCEMENT  
(continued)**

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January 9, 2012

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**CORRECTIONAL LIEUTENANT—(Bell Co. —Bell County Forestry Camp)—Grade 11—**(\$2354.04 - \$3118.28) **MINIMUM REQUIREMENTS:** High school graduate. Must have two years of experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement, or a related field will substitute for six months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for one year of the required non-supervisory experience. Must be twenty-one years of age.

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**CORRECTIONAL SERGEANT—(Muhlenberg Co. —Green River Correctional Complex)—Grade 10—**(\$2139.80 - \$2834.88) **MINIMUM REQUIREMENTS:** High school graduate. Must have one year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for six months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for the year of required experience. Must be twenty-one years of age.

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**CORRECTIONAL SERGEANT—(Shelby Co. —KY Correctional Institution for Women)—Grade 10—**(\$2139.80 - \$2834.88) **MINIMUM REQUIREMENTS:** High school graduate. Must have one year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for six months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for the year of required experience. Must be twenty-one years of age.

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**CORRECTIONAL SERGEANT—2 Positions—(Boyle Co. —Northpoint Training Center)—Grade 10—**(\$2139.80 - \$2834.88) **MINIMUM REQUIREMENTS:** High school graduate. Must have one year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for six months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for the year of required experience. Must be twenty-one years of age.

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**CORRECTIONAL SERGEANT—(Oldham Co. —Roederer Correctional Complex)—Grade 10—**(\$2139.80 - \$2834.88) **MINIMUM REQUIREMENTS:** High school graduate. Must have one year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for six months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for the year of required experience. Must be twenty-one years of age.

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(continued)**

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January 9, 2012

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**CORRECTIONS EDUCATION SPECIALIST I—(Oldham County- KY State Reformatory)**

Grade 12—**\$2427.44 - \$3215.72 MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree in education (academic or vocational) An associate degree with 3 years of trade-related experience will substitute for the bachelor's degree. **PREFERRED SKILLS:** Prefer applicants that possess a working knowledge of the internal combustion engine, both 2 cycle and 4 cycle as it relates to small engine usage for lawn maintenance equipment, motorcycles, ATV's and Marine technology.

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**CORRECTIONS UNIT ADMINISTRATOR II—(Shelby Co. —KY Correctional Institution for Women)—**

Grade 14—(\$2937.20 - \$3890.90) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 3 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders, including 1 year of supervisory experience in a custodial setting. A master's degree in corrections, law enforcement, social work, sociology, counseling and guidance or related field will substitute for 1 year of the non-supervisory experience. Additional experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

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**MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III—(Oldham Co. —KY State Reformatory)—**Grade 10—(\$2006.08-\$2657.70) **MINIMUM REQUIREMENTS:** High school graduate. Must have 4 years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in 1 of the above or related fields will sub for the experience on a year-for-year basis. Experience in 1 of the above or related fields will sub for the education on a year-for-year basis.

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**MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III—(Boyle Co. —Northpoint Training Center)—**Grade 10—(\$2006.08-\$2657.70) **MINIMUM REQUIREMENTS:** High school graduate. Must have 4 years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in 1 of the above or related fields will sub for the experience on a year-for-year basis. Experience in 1 of the above or related fields will sub for the education on a year-for-year basis.

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**NETWORK ANALYST I—(Lyon County—KY State Penitentiary)—**Grade 12—(\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree, OR, graduate of a college or university with an associate's degree in electrical engineering. Related technical or vocational training will substitute for the bachelor's degree requirement on a year-for-year basis. Experience in computer programming, systems analysis, systems support, network technician services or production support will substitute for the bachelor's degree requirement on a year-for-year basis.

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**OFFICE SUPPORT ASSISTANT II— (Lyon Co. — KY State Penitentiary)—**Grade 8—(\$1658.16 - \$2196.52) **MINIMUM REQUIREMENTS:** High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

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(continued)**

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January 9, 2012

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**OFFICE SUPPORT ASSISTANT II— (Morgan Co. — Eastern KY Correctional Complex)—Grade 8—(\$1658.16 - \$2196.52) MINIMUM REQUIREMENTS:** High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

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**PERSONNEL CABINET  
STATE OFFICE BUILDING, 1<sup>ST</sup> FLOOR  
501 HIGH STREET  
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

**To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://www.personnel.ky.gov/employment/>. For questions regarding Applications, Counseling, Testing, or Registers, please call Personnel Cabinet, (502) 564-8030.**

**\*\*IMPORTANT\*\***

**The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at [www.personnel.ky.gov](http://www.personnel.ky.gov).**